

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other					3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
Explanation (Show any positions replaced) Standard MWR NAF PD					7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		6. OPM Certification No.	
					10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CRI)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
15. Classified/Graded by					Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management											Initials	
b. Department, Agency or Establishment											Date	
c. Second Level Review					Security		NF		0085		01	
d. First Level Review											SN 12-31-01	
e. Recommended by Supervisor or Initiating Office												
16. Organizational Title of Position (if different from official title)							17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment							c. Third Subdivision					
a. First Subdivision							d. Fourth Subdivision					
b. Second Subdivision							e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.							Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that							this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor							b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature							Signature					
Date							Date					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.							22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier							OPM Grade Evaluation Guide for Police and Security Positions GS0083/0085 TS-87 Apr 88					
Signature							Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Date							Date					
23. Position Review							24. Remarks					
a. Employee (optional)												
b. Supervisor												
c. Classifier												

25. Description of Major Duties and Responsibilities (See Attached)

NONAPPROPRIATED FUND POSITION DESCRIPTION JOB TITLE: Security Guard POSITION NUMBER 01-0117 JOB SERIES: 0085 PAY LEVEL: NF-1 Summary of Duties:

Performs assignments on a patrol basis or at a fixed post (vehicle or foot), with responsibility for enforcing security measures. Patrolling areas may include exchange facilities, retail store, warehouse and/or other buildings under MWR jurisdiction.

Patrols and monitors through surveillance equipment assigned area by checking for breaches of security such as unauthorized personnel, shoplifting, attempted entries or other acts affecting the security of the facilities. Makes periodic reports concerning the security and advises supervisor and/or other designated individual of any unusual occurrences. Prepares statements and/or reports concerning unusual incidents.

Controls personnel access by checking identification to insure only authorized persons are permitted on the premises. May inspect the contents of packages, lunch boxes and other containers being removed from the buildings to assure only authorized items are being removed.

As assigned, checks and test alarms to ensure they are working properly.

Performs other related duties as assigned.

Minimum Qualifications:

Must have knowledge of specialized operating requirements, methods and procedures used in safeguarding facilities. Six months of experience is preferred.